

ARMY NATIONAL GUARD

MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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ANNOUNCEMENT NUMBER: T-05-1061

CLOSING DATE: 9 November 2005

<u>POSITION TITLE, SERIES, AND GRADES</u>	<u>SALARY RANGE</u>
Tools and Parts Attendant WG-6904-06	\$14.57 - \$17.01 per hour
Tools and Parts Attendant WG-6904-05	\$13.11 - \$15.30 per hour
Tools and Parts Attendant WG-6904-04	\$11.63 - \$13.56 per hour

For a complete listing of current vacancy announcements, please visit our website:
<https://www.nm.ngb.army.mil>

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AREA OF CONSIDERATION: All members of the New Mexico Army National Guard.

APPOINTMENT FACTORS: Excepted Federal Service – **Enlisted (E-7 and below).**

POSITION LOCATION: FMS #5, New Mexico Army National Guard, Springer, New Mexico.

OPENING DATE: 14 October 2005.

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBERS: 70248000, 70248000A, 70248000B.

POSITION POTENTIAL: The top grade of this position is WG-06. This position is also being advertised at the WG-05 and WG-04 levels to provide additional applicant competition. Upon meeting all legal and regulatory requirements, and upon recommendation of the supervisor, an individual selected at the WG-05 or WG-04 level may be promoted to the target grade of WG-06 without further competition.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Army National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico. Employment is contingent on the successful completion of a required pre-placement medical examination.

RE-PROMOTION STATEMENT: New Mexico Army National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

LOWEST PAY GRADE ACCEPTED: Applicants must indicate on their application the lowest pay or grade that will be accepted.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians), or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Wednesday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent, (deployment, service schools, extended illness, etc.), may request that their supervisor submit their applications during the period of absence. It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

EVALUATION METHOD: All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representative who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Military Occupational Specialty Code of: CMF 11, 12, 13, 14, 19, 21, 25, 63, 77, 88, 92, 94.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Experience, education, or training which demonstrates the applicant's knowledge of trade and shop name of items; ability to apply identification skill (matching specific item name, models, and stock or part numbers with similar specific information at stock locations); ability to use simple handtools (pliers, screwdrivers, etc.) and to follow oral and written instructions.

SPECIALIZED EXPERIENCE:

WG-06: Must have eighteen months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the range of items in stock to identify specific items requested by users from descriptions of their intended usage and to suggest, in the absence of requested items, substitute and interchangeable items that might fit user's requirements.
2. Skill in determining when tools and equipment should be sent to test, repair, and calibration shops, and skill in providing evaluations to stock disposal personnel to aid them in determining whether or not items should be salvaged, repaired, and returned to stock.
3. Skill in determining from records such errors as improper item issue and turn-in credit and the failure of records to show that items have been sent out for repair.
4. Skill in identifying, setting up special storage locations, and ensuring that project assigned items are separated from regularly stocked items when they arrive and during their storage.
5. Ability to provide information on the status of stock for determining and keeping adequate numbers and types of items on hand.

WG-05: Must have twelve months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Skill in verifying short, over, and damaged conditions of incoming stock.
2. Skill in selecting and setting up specific locations for items.
3. Skill in identifying specific items from trade and shop names used by requestors.

4. Skill in marking and tagging locations and making entries on locator cards.
5. Ability to perform maintenance on hand and power tools.
6. Skill in searching likely locations and taking recounts of items during inventories by using stock records and related documents.

WG-04: Must have six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Skill in verifying short, over, and damaged conditions of incoming stock.
2. Skill in selecting and setting up specific locations for items.
3. Skill in identifying specific items from trade and shop names used by requestors.
4. Skill in marking and tagging locations and making entries on locator cards.
5. Ability to perform maintenance on hand and power tools.
6. Skill in searching likely locations and taking recounts of items during inventories by using stock records and related documents.

EDUCATION SUBSTITUTION: Military education, related to the position, may be substituted for specialized experience on a day-for-day basis for qualification at the WG-05 and WG-04 levels.

Certificates/diplomas must be submitted with application for award of credit. Civilian education, above the high school level, may be substituted for specialized experience on a case-by-case basis. **Transcripts or equivalent must be submitted for award of credit.**

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: Identifies user's tools, parts, equipment, and requirements and requisitions stock as needed. Prepares periodic inventory and determines the basis for over, short, or misplaced items by checking such references as out-for-repair, issue, and turn-in records maintained in the tools and parts room. Ensures that tools and equipment are maintained in good condition by performing visual and operating checks, taking measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment. Determines stock replenishment levels for centrally controlled supplies and other material within funding limitations. Receives a wide variety of supplies and specialized items requiring special handling. Searches for identifying or management data on items of supply. Edits supply transactions, or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable.